

Brownfields Clean-up Revolving Loan Fund

Work plan

Informational Fact Sheet

The cooperative agreement work plan is the document negotiated between the U.S. EPA and entities selected to receive BCRLF pilot funding. The work plan is not a re-submission of all of the information in the application, however much of the information is based on the proposal. The cooperative agreement work plan defines the cooperative agreement recipient's strategy for accomplishing program goals and objectives outlined in the application, and establishes milestones for defined tasks. The primary components of the work plan include:

- ❑ **Introduction.** Describe your BCRLF program including overall economic development strategy and specific goals and objectives.
- ❑ **Institutional Structure.** State which entity will fulfill each of the following roles and describe their responsibilities:
 1. Cooperative Agreement Recipient/Lead Agency (**including the site manager**)
 2. Fund Manager

If employed by the recipient, specific individuals and their qualifications should be identified. This section should also outline the substantive terms of any Memorandums of Understanding/Agreement (MOA's/MOA's), Interagency Agreements (IAG), subawards, and contracts with non-governmental entities that will be utilized and a discussion of the services that will be provided. An organizational chart showing the agencies involved and the relationship between each of the entity responsibilities may be helpful.

- ❑ **Project Approach.** Describe the tasks necessary to develop and implement the BCRLF program. In most cases, this will incorporate the tasks that will be funded out of program administrative expenses.
- ❑ **Fund Capitalization Strategy.** This section should identify all the sources of financing, public and private, available to support the stated goals and objectives in Section A, and meet the differing creditworthiness and needs of the types of businesses targeted for investment.
 1. State the level of planned fund capitalization from all sources.
 2. Identify loan portfolio targets and describe marketing plan.
- ❑ **Budget.** Provide a task specific budget using the format provided in the proposal guidelines.
- ❑ **Planned uses.** Provide a proposed schedule for committing and expending BCRLF funds. Discuss anticipated use of MOA, subawards, and contracts if applicable.
- ❑ **Program Administration.** Explain the payment procedures to transfer funds between EPA, the cooperative agreement recipient, and between the recipient and the borrower. (Outline procedures for drawing and disbursing funds.) Discuss program income - tracking and use.

- ❑ **Schedule & Milestones.** Include a milestone specific schedule for each task identified in your work plan. At a minimum your schedule should include formalizing the institutional structure, completing all MOA's, establishing contracts, subwards, writing program guidelines and procedures, preparing a loan implementation plan, and integrating CERCLA and NCP requirements into the pilot program, Most importantly, the schedule should identify when the program is expected to be fully operational.
- ❑ **Reporting.** At a minimum, recipients will be required to submit quarterly progress reports (including measures of success), annual financial status reports, and a final report.

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